

## **Nursing Home Administrator, Certificate – Noncredit**

*Workforce Development and Continuing Education/Healthcare Education*

This program is the full 136-hour program mandated by the PA State Board of Examiners of Nursing Home Administrators for those desiring to become a nursing home administrator. This program is broken down into 16 modules that may be taken as part of the full program or can be taken as a standalone module for those desiring continuing education units. The review course is included and is 16 hours long.

### *Career Opportunities*

Prepares students for a position as a Nursing Home Administrator.

### *Competency Profile*

This curriculum is designed to prepare students to:

- Gain skills and knowledge to become a successful nursing home administrator (NHA)

## **PROGRAM REQUIREMENTS**

This program is completed in 16 modules plus there is an optional review course. Each module meets on a Friday or Saturday from 8 a.m. to 4:30 p.m., with a one-hour lunch break.

## **RECOMMENDED SEQUENCE FOR STUDENTS**

Students must complete the program in the following sequence:

Students must complete all modules in the program to include:

- General Administration
- Gerontology, Disease of Aging
- Role of Government in Health
- Fiscal Management, Budgeting
- Personnel Management, Labor Relations
- Third Party Reimbursement
- Preparing for Licensure
- Understanding Regulations
- Nursing Department, Patient Care Management
- Rehabilitation Special Care
- Health Support Services
- Facility Support Services
- Dietary Department, Patient Nutrition
- Social Services
- Risk Management, Safety, Insurance
- Strategic Planning, Marketing
- Review Course